

## ROUTING AND RECORD SHEET

DDA Registry  
 file Meeting

SUBJECT: (Optional)

FROM:

Director of Finance  
1212 Key Building

EXTENSION

NO.

DATE

6 Feb 1979

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Deputy Director for  
Administration  
7D24 HQS.

2/13

DW

Don:

Attached is an Agenda for visit on Thursday. If you wish to do this in some other way, let me know. If I don't hear, I will assume these arrangements are satisfactory.

ES.

Edward L. Sherman

Att

OF will have a copy of att. for you on Thurs. at Key Bldg.

mtg w/ [redacted] moved.

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AGENDA FOR DDA VISIT

DATE : Thursday, 8 February 1979  
PLACE : Key Building and Ames Building  
SCHEDULE: Part I 1400

The DDA will meet with senior O/F officials in the O/F Conference Room. After introductions, Mr. Sherman will provide a brief description of O/F functions. Time will be provided for questions, answers, exchange of views if the DDA finds this a convenient environment.

Part II approx 1430 to 1500

The DDA, accompanied by Mr. Sherman and [ ] will visit Staffs and Divisions in the following order:

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Monetary Division  
Compensation Division  
Plans and Systems Staff  
Audit and Certification Division  
Assistant Director for Liaison  
Commercial Systems and Audit Division

Each Division and Staff Chief should be prepared to provide a brief (10 minute) briefing and a short tour of facilities. Plan roughly 15 to 20 minutes per stop. If Part I of this schedule extends beyond 1430, this part may be limited to 10 minutes total per stop.

Part III approx 1630

The DDA will meet with Mr. Sherman, [ ] to discuss O/F operating policies and issues.

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